



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES
NEBRASKA AVENUE COMPLEX
321 SOMERS COURT NW SUITE 40103
WASHINGTON, DC 20393-5441

APR 1 2002

MEMORANDUM FOR DISTRIBUTION

Subj: EXECUTIVE LEADERSHIP PROGRAM

Encl: (1) Graduate School Announcement, Class of 2003
(2) Activity Calendar
(3) Program Coordinator's Roles and Responsibilities
(4) Department of Navy Course Application Form

The Graduate School of the U.S. Department of Agriculture (USDA), has announced the Executive Leadership Program. This 12-month program is open to individuals who are full-time, permanent Federal employees at the GS 11-13 levels. The Program is designed for both non-supervisors and individuals with minimal supervisory experience during their Federal careers. The class of 2003 will begin on 18 August 2002. Enclosures (1) and (2) provide detailed information on the program.

Activities submitting nominations should designate a Program Coordinator (such as the Civilian Leadership Development Program Administrator or Training Officer) to coordinate program responsibilities as outlined in enclosure (3). Mrs. Elaine Brown, from the Office of Civilian Human Resources (OCHR), will serve as the Department of the Navy liaison for the Graduate School on program matters.

There are no limitations on the number of employees you may nominate. The tuition is \$3,650 per participant. Each nomination must include a DD Form 1556 with the government purchase card information. Your activity will be billed directly by the Graduate School, USDA for the tuition.

Nomination packages must include requirements outlined in the brochure along with enclosure (4). Please send applications directly to the Graduate School by 5 July 2002 and a copy to OCHR Code HRP3, at the address on enclosure (4):

If additional information is needed, please contact Mrs. Brown at DSN 764-0633, (202) 764-0633, or E-mail: brown.elaine@hq.navy.mil.

E. Alexander for E. Markham

RODNEY E. MARKHAM
Director, Executive Personnel and
Leadership Development Division

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